



Town of Spencer
90 N West Street
Spencer, Indiana 47460
Phone (812) 829-3213

Form No. 8 SPC
(A/02-09)

FINAL PLAT

Once you have received secondary approval from the Plan Commission you may request for final approval of the subdivision plat. The final plat must be in the following format:

- (A) The petitioner shall submit 4 Mylar (or equivalent) tracings of the proposed final plat for original signatures.
- (B) The proposed final plat shall be formatted as follows:
 - (1) As a guideline only, sheets should measure 20 inches in width and 18 inches in height;
 - (2) Where the plat has been prepared using CAD software, a copy of the plat shall be delivered to the Plan Commission on computer disk; and
 - (3) Scale shall be the same as that of the preliminary plat.
- (C) The information required for the preliminary plat shall also be provided on the final plat, together with any changes or additions required by the Plan Commission as conditions of primary approval.
- (D) The design of the final plat for a subdivision shall be certified by a registered professional land surveyor or engineer licensed by the State of Indiana.

Within 60 days after the approval of the final plat the petitioner shall have a fully-signed original of the plat recorded with the County Recorder and shall deliver 1 copy of the recorded plat to the following agencies:

1. The Town Clerk/Treasurer, and;
2. The County Auditor

The Petitioner shall be responsible for payment of all fees required for recording and copying of the plat.

If the final plat is not filed and recorded within 60 days following the approval thereof, it shall have no validity and shall not be recorded except by re-certification and re-approval of the Plan Commission.

No notice or hearing is required for the final approval of a plat.

Subdivision Application No.

TOWN OF SPENCER PLAN COMMISSION FINAL PLAT APPLICATION

This application must be submitted with the required application fee. All fees are non-refundable regardless of the outcome of the request.

| APPLICANT INFORMATION | | |
|--|--|-----------------------|
| NAME: | | |
| ADDRESS: | | |
| CITY: | STATE: | ZIP: |
| OWNERSHIP STATUS: <input type="checkbox"/> OWNER <input type="checkbox"/> AGENT <input type="checkbox"/> CONTRACT BUYER | | |
| SUBDIVISION INFORMATION | | |
| NAME AND ADDRESS OF PROPERTY OWNER: | | |
| NAME, ADDRESS, AND PHONE NUMBER OF ENGINEER: | | |
| NAME, ADDRESS AND PHONE NUMBER OF SURVEYOR: | | |
| PROPOSED SUBDIVISION NAME: | | |
| GENERAL LOCATION: | | |
| LEGAL DESCRIPTION: ATTACH AND LABEL AS EXHIBIT "A" | | |
| MAPPING #: | SECTION:_____ TOWNSHIP:_____ RANGE:_____ | |
| CURRENT ZONING CLASSIFICATION: <input type="checkbox"/> Agricultural District (A-1) <input type="checkbox"/> Business and Light Manufacturing District (BLM-1) <input type="checkbox"/> Industrial District (I-1) <input type="checkbox"/> Residential (select one) <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 *If the property associated with this request is not currently zoned as residential you must also file a Request for Re-zone and pay the appropriate fee. | | |
| TOTAL ACREAGE: | # OF PROPOSED LOTS: | AVERAGE SIZE OF LOTS: |

Subdivision Application No.

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| ELECTRICAL SOURCE: | WATER SOURCE: | SEWAGE DISPOSAL SOURCE: * If source is septic must have County Health Department Approval |
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Is this application being submitted for completion of a "phase" of construction?

☐ YES, see Section I and II ☐ NO, see Section II

SECTION I

You must file a written request with the Plan Commission in order to complete the construction of the subdivision in phases. This request must include maps and drawings showing the intended phases of the project. You must also file one or more security instruments with the Clerk/Treasurer, which shall be in an amount determined by the Plan Commission, sufficient to complete the required improvements and installations. Acceptable Security Instruments are as listed below:

- Subdivision or performance bond
- Cash bond held in escrow
- Certificate of deposit held in the joint names of the petitioner and the Town of Spencer
- Irrevocable letter of credit issued to the Town of Spencer (terms must be acceptable by the Town)
- A bond secured with real estate in which the petitioner has marketable fee simple title

SECTION II

Evidence of Compliance:

You must provide the following information before final approval can be granted:

- Satisfactory test results for all systems that require testing to meet design, local, state and/or federal requirements.
- Letters from all private utility agencies and organizations and/or town utilities stating that the installation of the public utility lines and public works have been accomplished in full compliance, or for that particular phase of construction, with the plans and specifications of the preliminary plat and are, therefore, accepted for maintenance.
- Petitioners signed statement that they have performed a review and inspection of the required improvements, that they have compared those improvements to the requirements of the preliminary plat approval and that all requirements under the preliminary plat approval have been satisfactorily completed.

I swear or affirm under the penalties for perjury, that the foregoing representations are true to the best of my knowledge and belief.

Applicant Signature

Date

Printed Name

I authorize this application and authorize the Plan Commission, Board of Zoning Appeals, its staff, and such other persons as the staff may deem appropriate to enter upon the property involved in this request for the purpose of analyzing this request.

Owner Signature

Date

Printed Name

Owner Signature

Date

Printed Name

THIS INSTRUMENT PREPARED BY: Richard W. Lorenz, Attorney at Law, Spencer, Indiana